

PROCTOR FINAL PAPERWORK

Fire Fighter I & II

Checklist to be submitted by Proctor with Final Paperwork

Please organize final paperwork as directed on the back of the FMD-102, Student Roster before submitting.

CHECK ITEMS	FINAL PAPERWORK	FF I & II Courses (excludes FFI-A)	FF I & II <u>EXAMS</u>
	Student Activity Record	REQUIRED	N/A
	Exam Answer Sheet	REQUIRED (1 per test candidate)	REQUIRED (1 per test candidate)
	FMD-215 Challenger Test Application	REQUIRED (1 per challenger test candidate)	REQUIRED (1 per challenger test candidate)
	Notification of FF-I & II Examination Results	REQUIRED (1 per re-test test candidate)	REQUIRED (1 per re-test test candidate)
	FMD-102 Final Student Roster	REQUIRED (White Copy)	REQUIRED (White Copy)
	Course Evaluation	REQUIRED (1 per <u>student</u>)	N/A
	Course Survey	REQUIRED 10-1-01 to 9-30-02	REQUIRED
	FMD-250 Instructor Activity & Payment	REQUIRED	REQUIRED
	Practical Skills Exam Sheets	REQUIRED <i>(For Failures & Injuries)</i> Failures - Sheet(s) for failed station(s) required. Injuries - All exam sheets required. <i>Note: Proctor retains passing sheets until course summary is received. After results are verified, sheets should be destroyed.</i>	REQUIRED <i>(For Failures & Injuries)</i> Failures - Sheet(s) for failed station(s) required. Injuries - All exam sheets required. <i>Note: Proctor retains passing sheets until course summary is received. After results are verified, sheets should be destroyed.</i>

Retention of Exam Booklets

	Written Exam Booklets	Proctor retains until Course Summary is received, then forwards booklets for those who failed to Lansing; others are destroyed. Unused exams should be retained. If the supply becomes too large, the Training Coordinator should dispose of them in a manner to insure test security (shred or burn).	Proctor retains until Course Summary is received, then forwards booklets for those who failed to Lansing; others are destroyed. Unused exams should be retained. If the supply becomes too large, the Training Coordinator should dispose of them in a manner to insure test security (shred or burn).
--	-----------------------	---	---

Proctor Signature: _____ Date: _____

This form must be submitted WITH final paperwork